UNIVERSITY OF WISCONSIN PLATTEVILLE

WISDM

User's Manual

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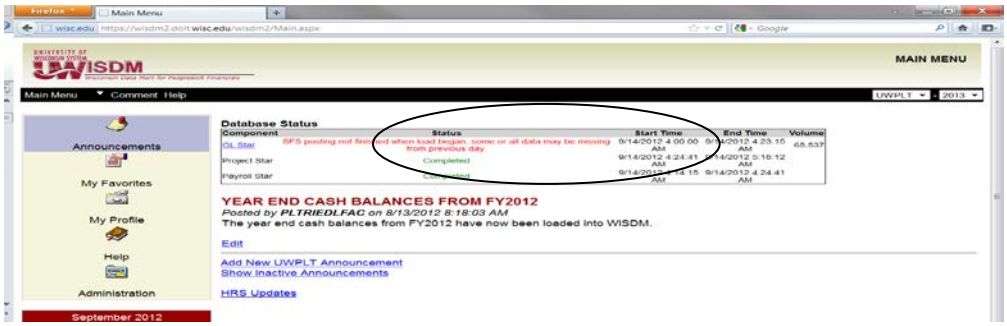
WISDM General Information

What is WISDM?

- It's an acronym for Wisconsin DataMart.
- It's a UW Financial Data Warehouse.
- It's a part of Shared Financial Systems (SFS). Transactions in SFS are uploaded to WISDM nightly. If an upload fails or is not complete, an announcement will appear in WISDM.



- It is also a web-based financial reporting system used by most UW campuses.

- View reports on line, in PDF or down load to Excel.

Who uses WISDM?

- Management.
- Account Managers.
- Office Staff.
- Accounts Payable/Accounts Receivable.

WISDM is Read-Only

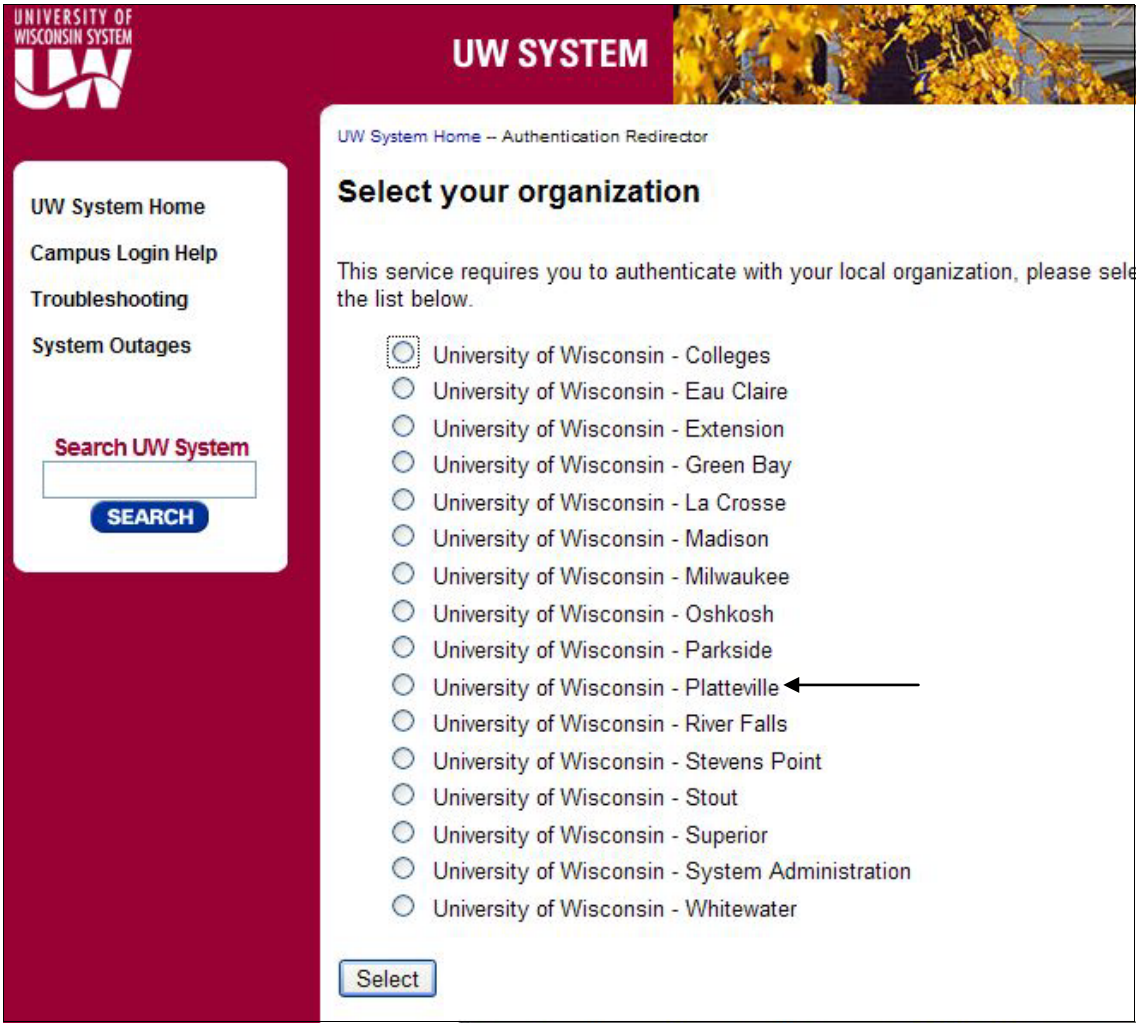
You can't alter the data stored in WISDM, so click on icons, drill-down on the blue numbers, and see everything that is available to you.

Accessing WISDM

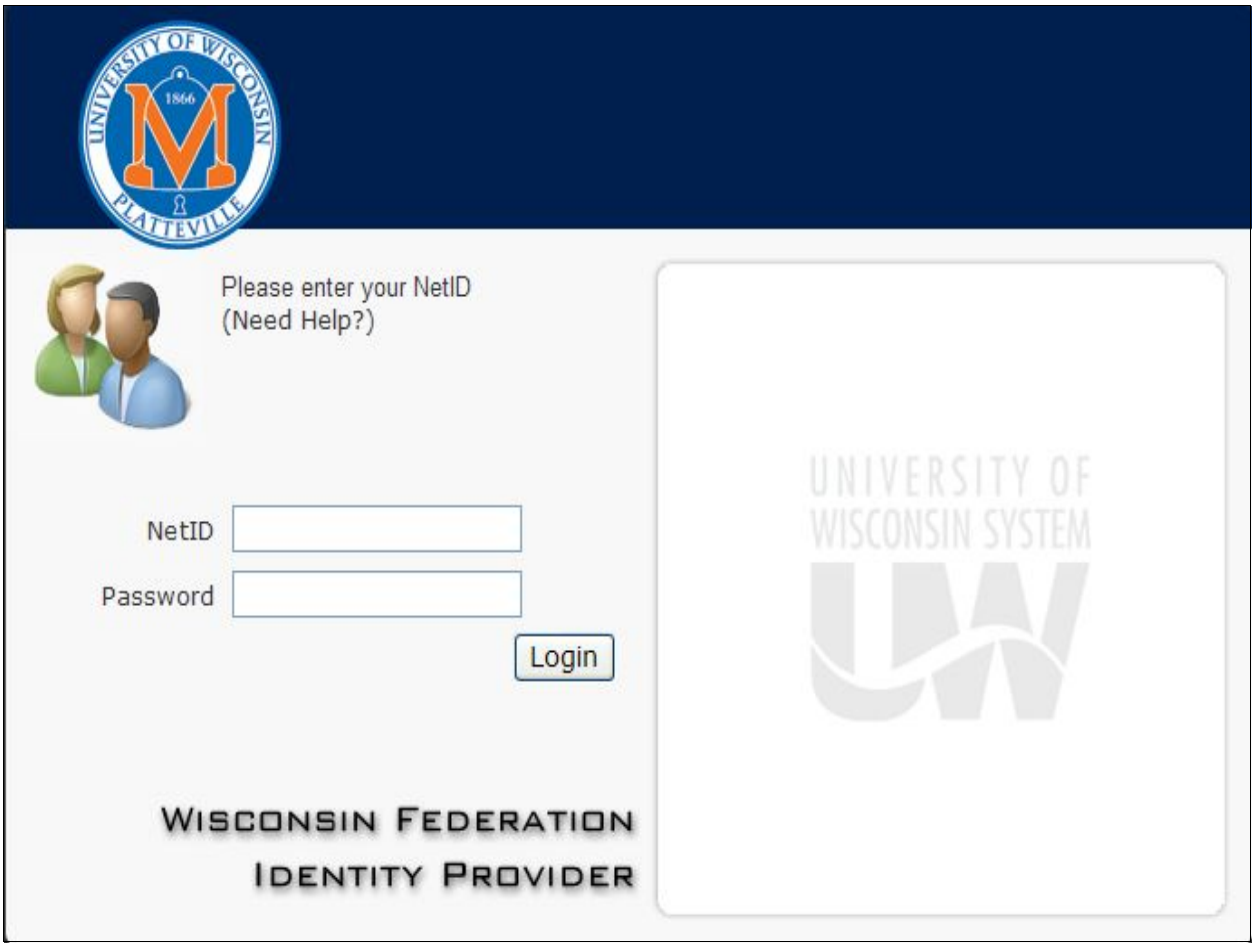
The WISDM system contains the campus's financial activity. The information is downloaded from the Oracle/PeopleSoft Shared Financial System (SFS) on a nightly basis. The system is accessible through UW-Platteville Homepage/Campus Resources/W/WISDM

Initial Logon

Choose "University of Wisconsin-Platteville", and click **Select.**
If you anticipate frequent visits to WISDM, you will want to create a favorite for this page.

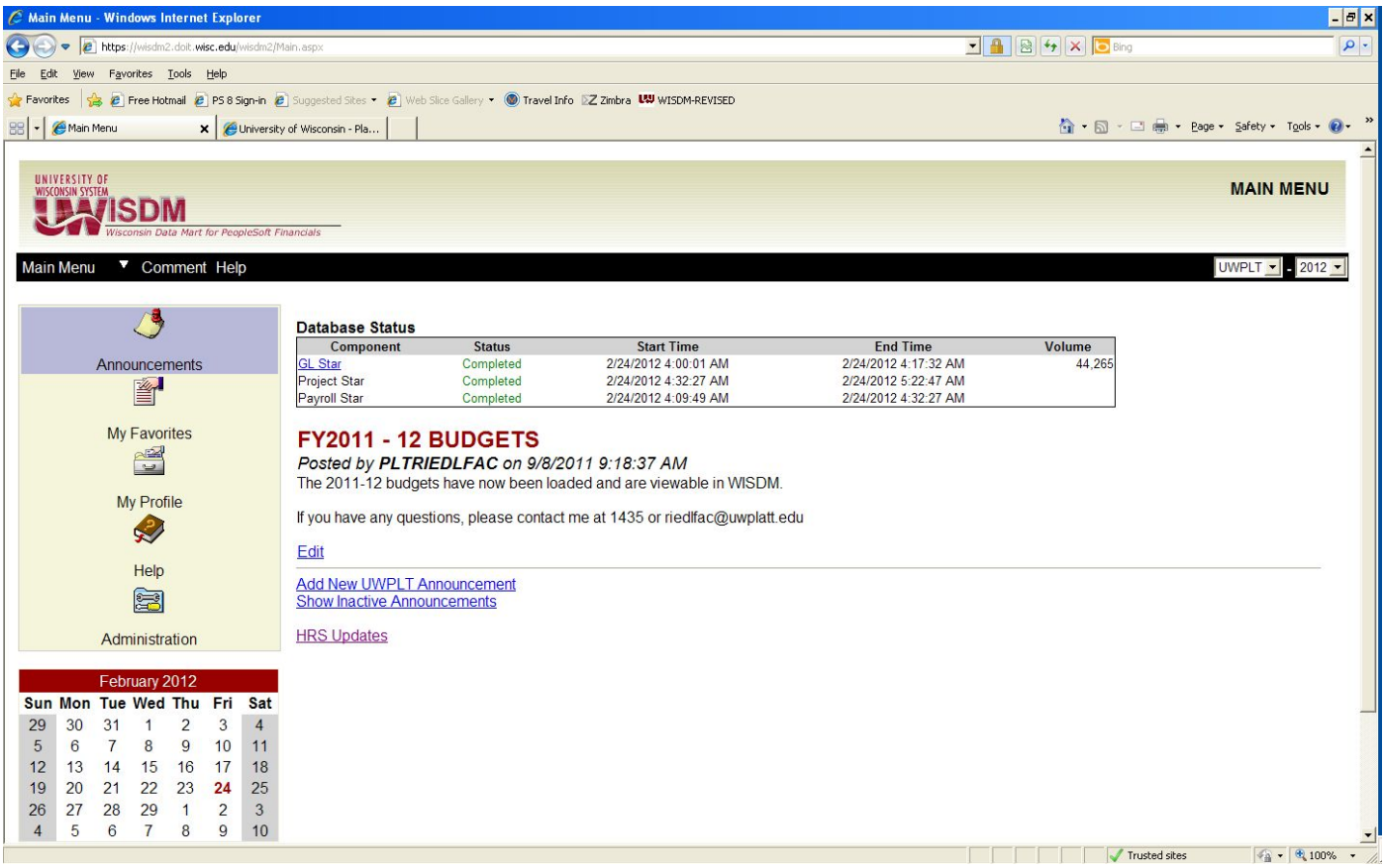

UNIVERSITY OF WISCONSIN SYSTEM
UW SYSTEM
UW System Home -- Authentication Redirector
UW System Home
Campus Login Help
Troubleshooting
System Outages
Search UW System
SEARCH
Select your organization
This service requires you to authenticate with your local organization, please sele
the list below.
University of Wisconsin - Colleges
University of Wisconsin - Eau Claire
University of Wisconsin - Extension
University of Wisconsin - Green Bay
University of Wisconsin - La Crosse
University of Wisconsin - Madison
University of Wisconsin - Milwaukee
University of Wisconsin - Oshkosh
University of Wisconsin - Parkside
University of Wisconsin - Platteville
University of Wisconsin - River Falls
University of Wisconsin - Stevens Point
University of Wisconsin - Stout
University of Wisconsin - Superior
University of Wisconsin - System Administration
University of Wisconsin - Whitewater
Select

You will then see the next screen where you will enter your **Novell Username** and **Password**.
Click **Login.**
You will then be directed to the WISDM Start Page.



WISDM Start Page

When you first successfully log into WISDM, you are taken to the start page which looks like the following:



Business Unit

"UWPLT" has been designated as UW-Platteville's business unit name (Upper right)

Fiscal Year

By default, the current fiscal year (upper right corner) is automatically selected. To view a different fiscal year, click on the arrow to select another year from the dropdown box.

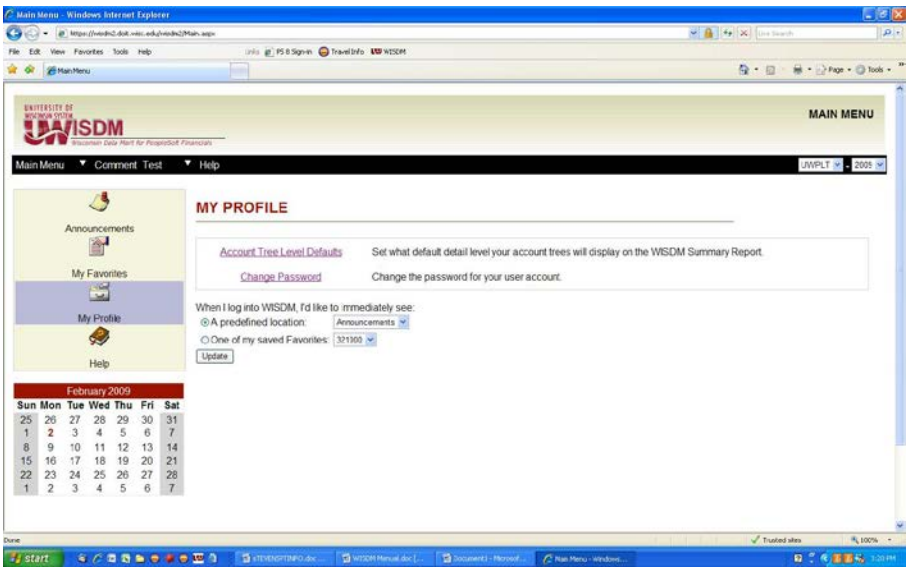
Database Status

The database status section of the main menu will show if the database has been loaded, and if any problems occurred with the daily load from SFS. Each database star (GL Star, Project Star and Payroll Star) will show the time the load started, ended and the volume of records added to the star. The load will typically say **'Completed'**, unless a problem arises. One problem that could occur is that the nightly batch processing is not completed when the WISDM load began.

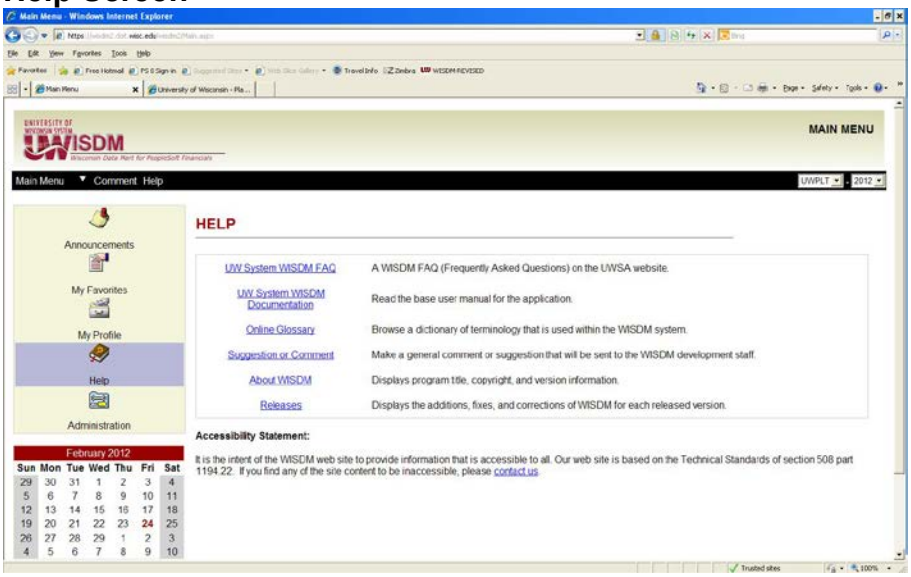
Announcements
Messages in this section may warn of a load problem, explain a new feature, or describe the resolution of a problem. The messages are in chronological order, with the most recent at the top. It is a good idea to review these messages when using WISDM.

My Favorites
Clicking on this icon allows the user to create and manage favorites. Favorites are an easy way to quickly navigate to searches that are frequently run.

My Profile
Clicking on this icon allows the user to set the account tree default detail level displayed on the WISDM Summary Report.

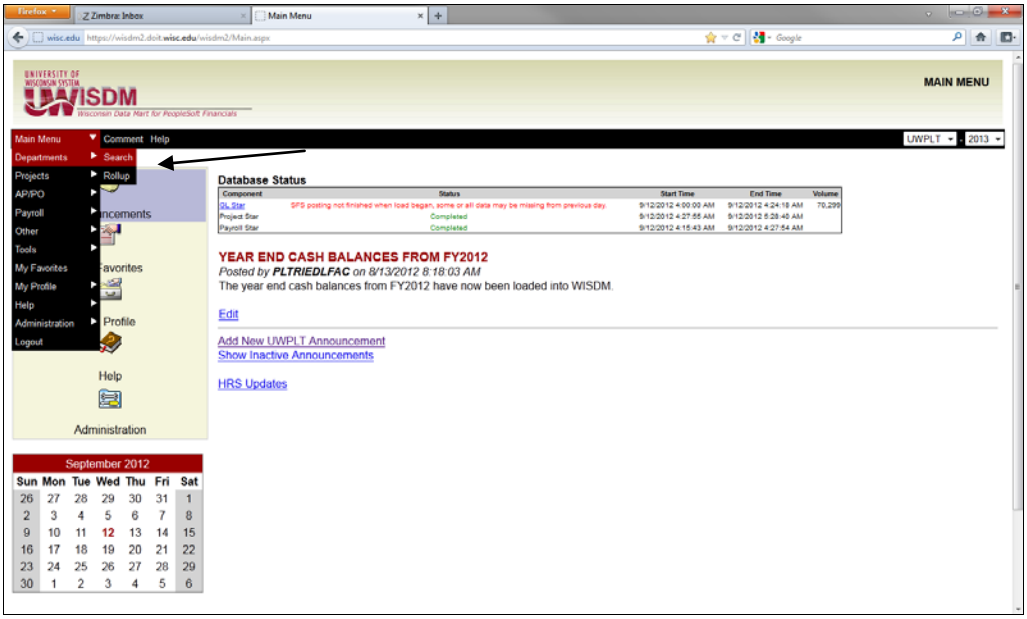


Help Screen

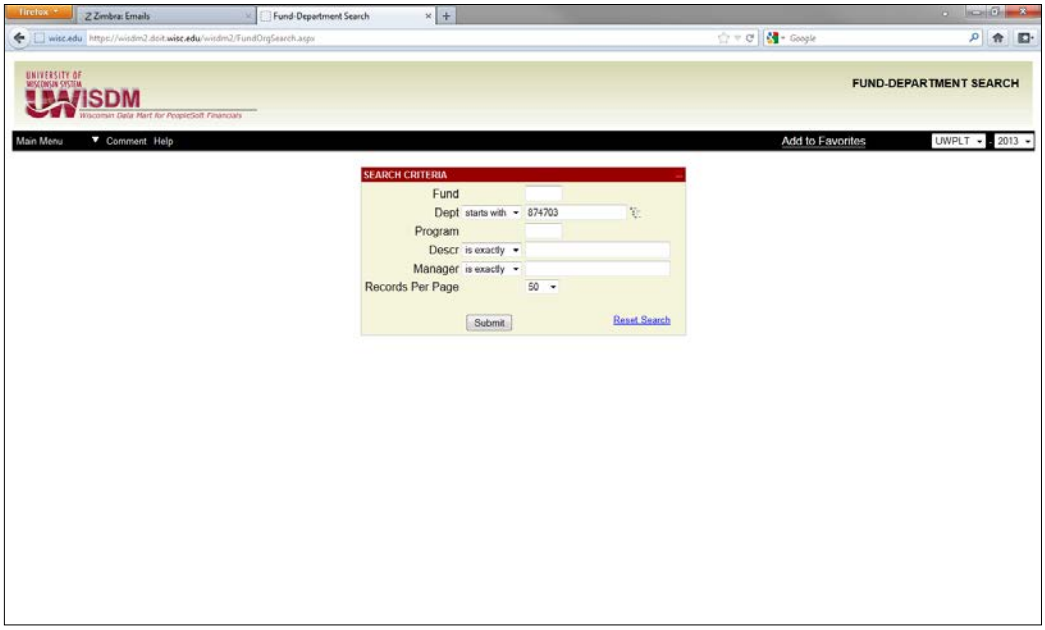

MAIN MENU
Main Menu
Comment Help
HELP
Announcements
My Favorites
My Profile
Help
Administration
UW System WISDM FAQ
A WISDM FAQ (Frequently Asked Questions) on the UWSA website.
UW System WISDM Documentation
Read the base user manual for the application.
Online Glossary
Browse a dictionary of terminology that is used within the WISDM system.
Suggestion or Comment
Make a general comment or suggestion that will be sent to the WISDM development staff.
About WISDM
Displays program title, copyright, and version information.
Releases
Displays the additions, fixes, and corrections of WISDM for each released version.
Accessibility Statement:
It is the intent of the WISDM web site to provide information that is accessible to all. Our web site is based on the Technical Standards of section 508 part 1194.22. If you find any of the site content to be inaccessible, please contact us.
February 2012

Department Search

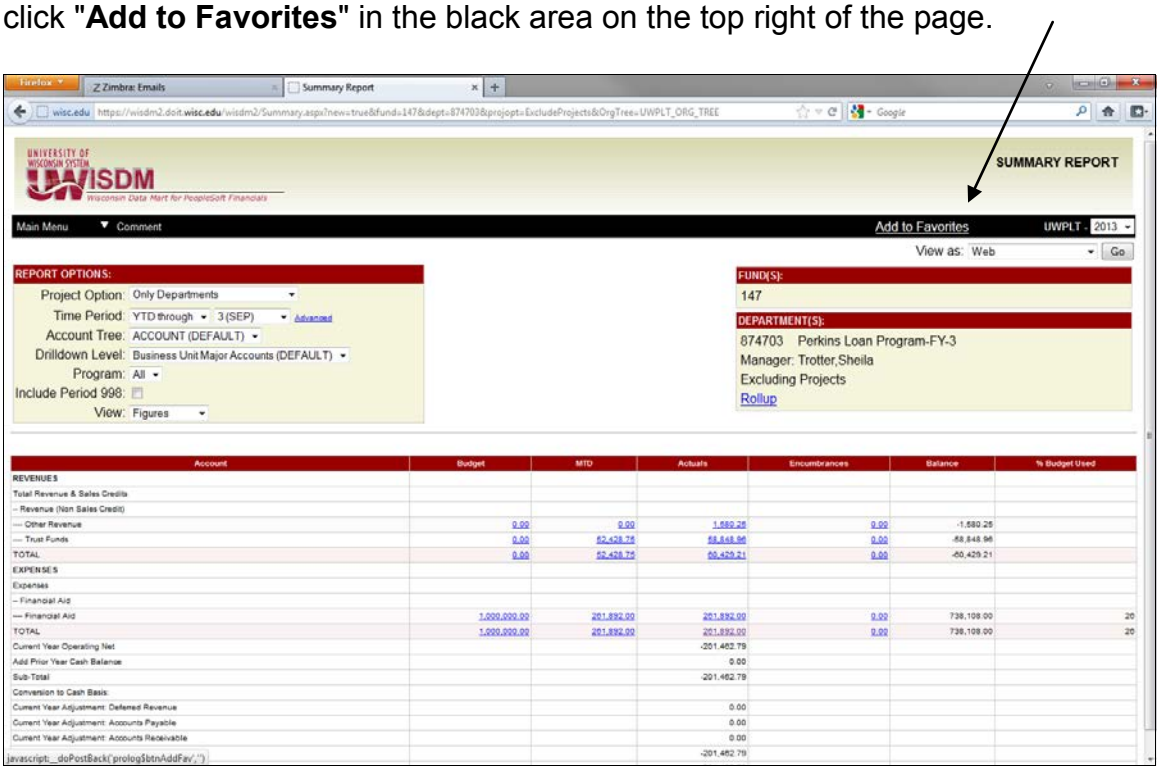
WISDM is no longer restricted to Favorites only. This provides users with additional functionality under the Main Menu section.
To search for a department you would like to view, go to
Main Menu>Departments>Search.



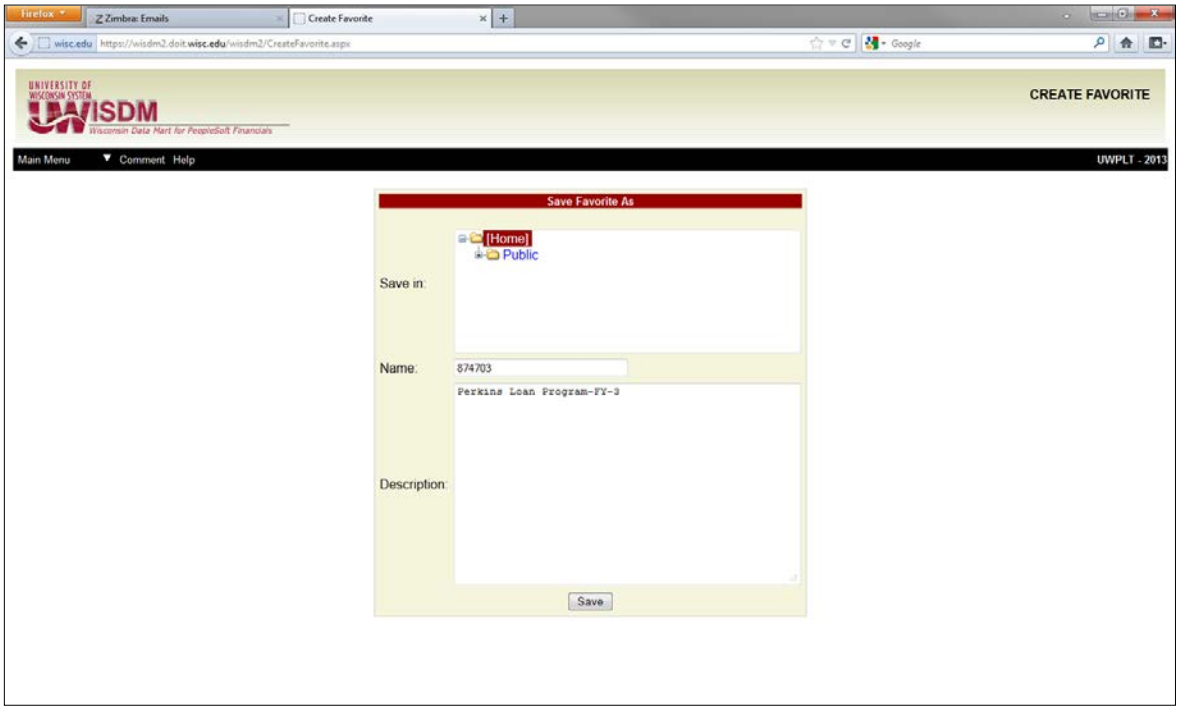
You will then be directed to a page that looks like the one below.
You will need to enter your search criteria, such as the 6-digit department number, and click **Submit**.



If you wish to make that specific department a favorite for easier access in the future, click "**Add to Favorites**" in the black area on the top right of the page.

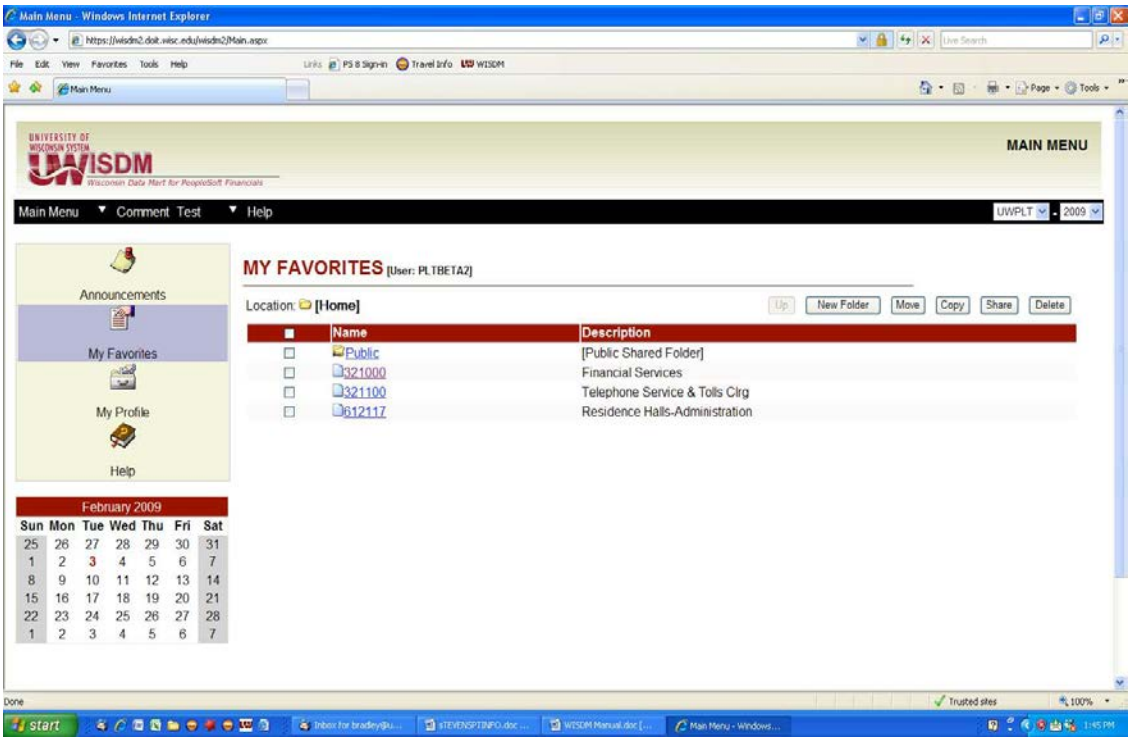


Here you can enter the Department number in the Name filed, and account name in the description field. Then click **Save**.
The account will now be saved to your Favorites.



Using & Managing Favorites

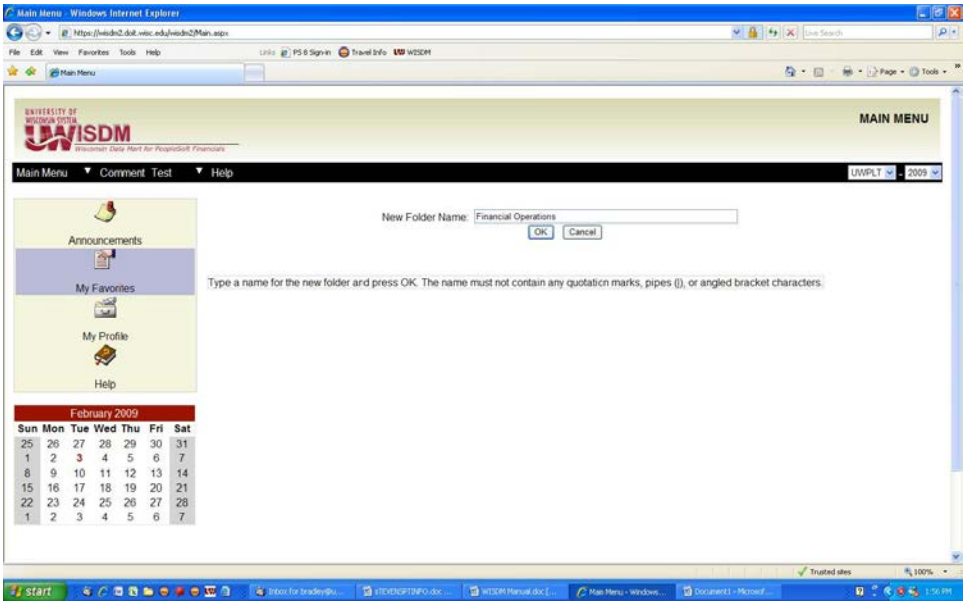
To use a favorite navigate to “My Favorites” from either the start page or the main menu. The following page will open:



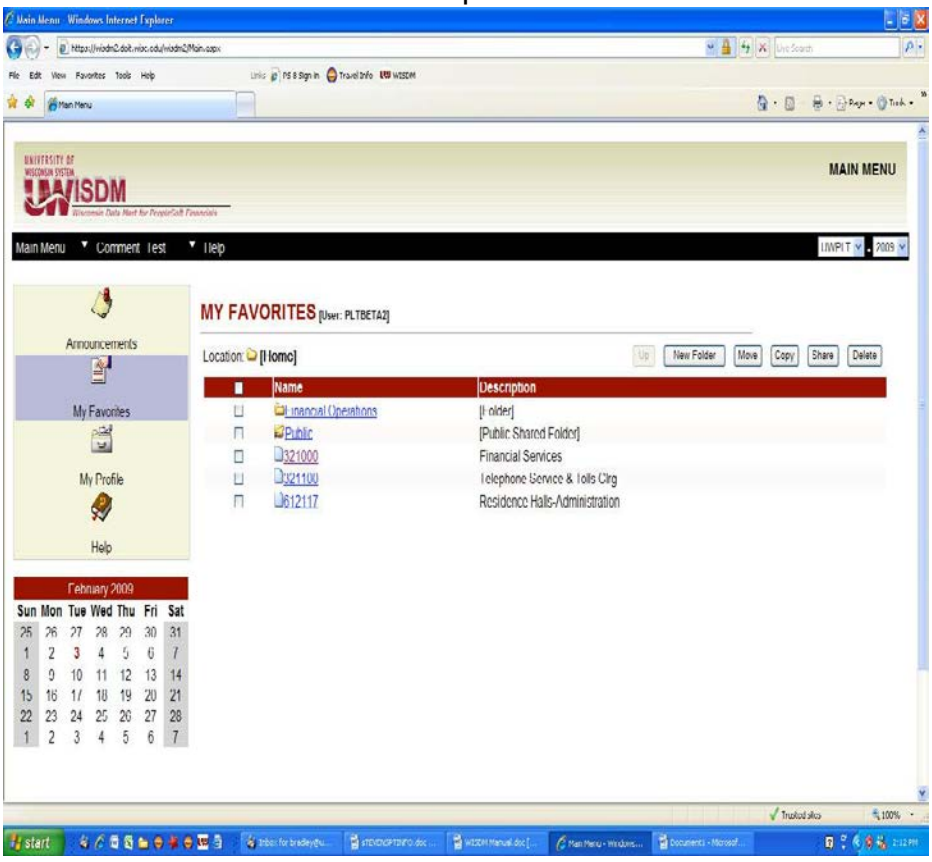
While in My Favorites, there are several buttons on the top to assist in managing favorites.

Up	Move up through the folder structure (not available from Home, as this is the top level)
New Folder	Create a new folder (you will be prompted to enter a folder name)
Move	Move a folder or favorite to a different folder
Copy	Copy the folder or favorite to another folder
Share	Share a favorite or folder with another user
Delete	Delete a folder or favorite (you cannot delete your Home folder)

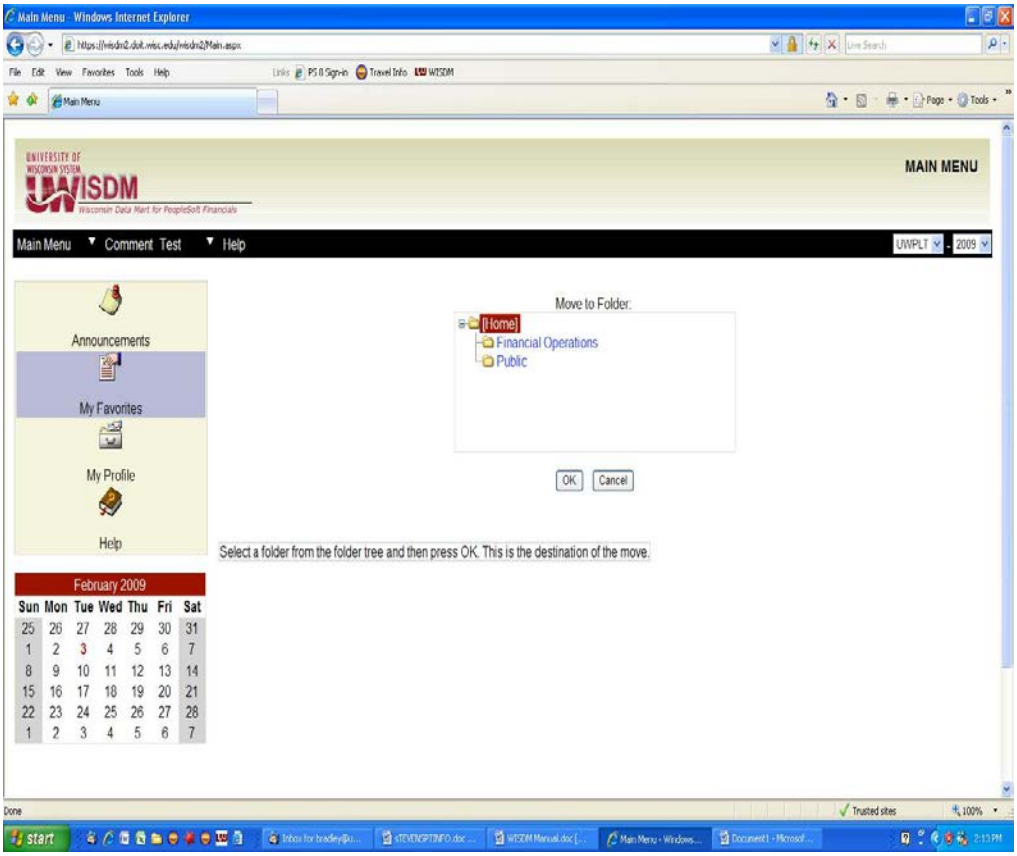
In the example on the previous page, if you wanted to better organize your favorites then you may want to have a folder for Financial Operations reports. You would click on the “New Folder” box, and the following screen appears:



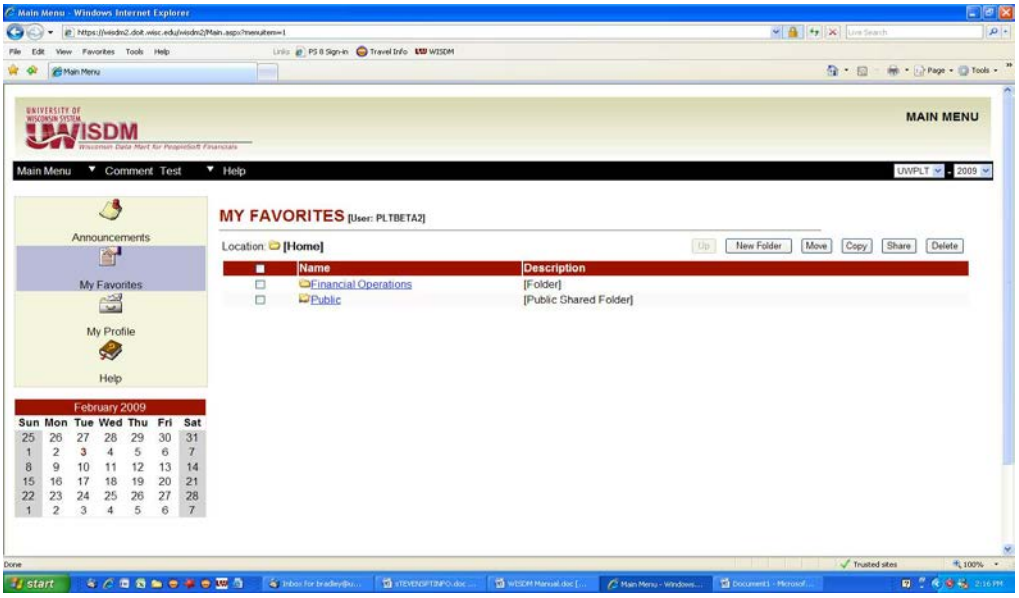
Enter a name for the folder and click on the OK button. Back in My Favorites, I now have a folder called “Financial Operations”.



If you want to move the three financial operations searches (Financial Services, Telephone Service & Tolls, Residence Halls-Administration) into your new folder you would check the box next to them and click on the **Move** button.

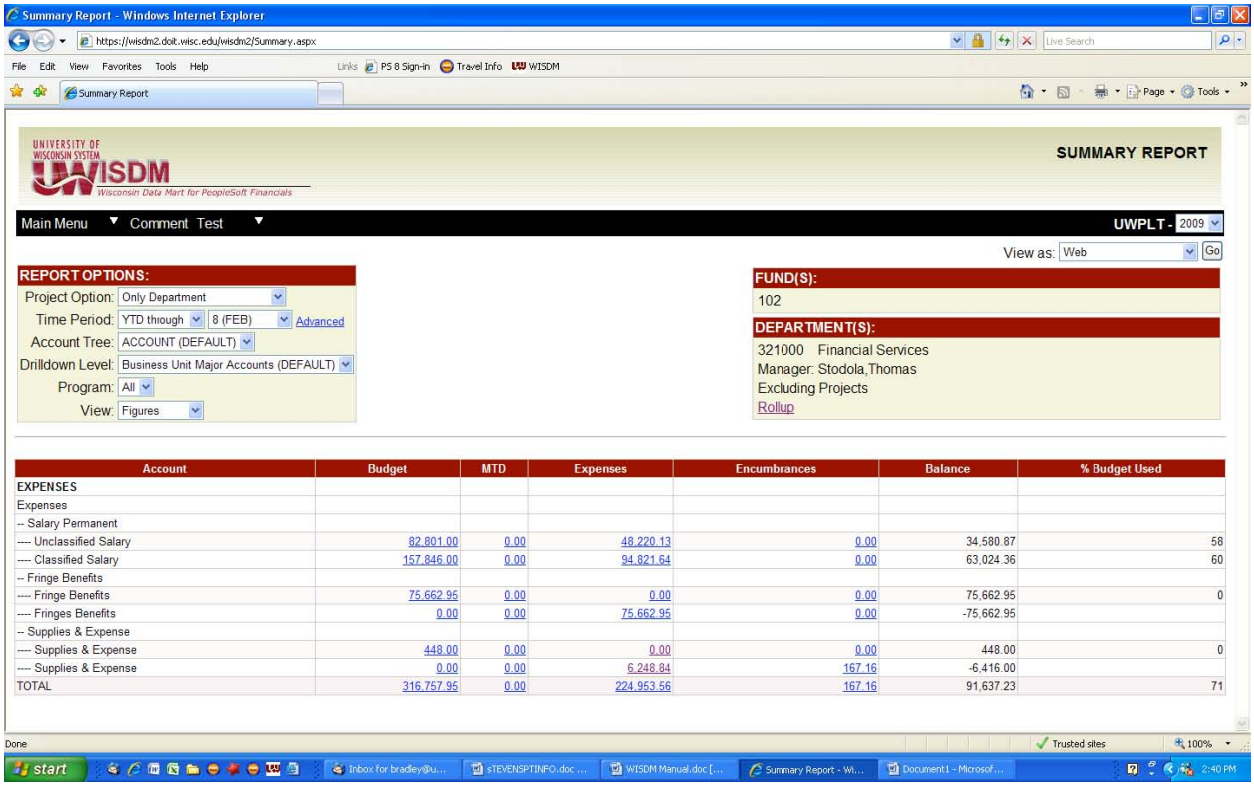


Select the folder and click on the **OK** button. Back in My Favorites, the three searches have been moved to the Financial Operation report folder:



Summary Report

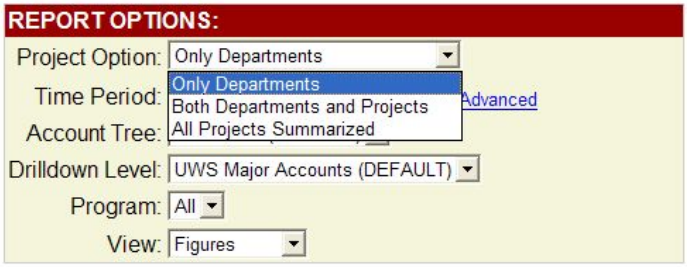
The summary report will look similar to the following:


Summary Report - Windows Internet Explorer
SUMMARY REPORT
Main Menu
Comment Test
UWPLT - 2009
REPORT OPTIONS:
Project Option: Only Department
Time Period: YTD through 8 (FEB) Advanced
Account Tree: ACCOUNT (DEFAULT)
Drilldown Level: Business Unit Major Accounts (DEFAULT)
Program: All
View: Figures
FUND(S):
102
DEPARTMENT(S):
321000 Financial Services
Manager: Stodola,Thomas
Excluding Projects
Rollup
Account | Budget | MTD | Expenses | Encumbrances | Balance | % Budget Used
EXPENSES
Expenses
-- Salary Permanent
---- Unclassified Salary | 82,801.00 | 0.00 | 48,220.13 | 0.00 | 34,580.87 | 58
---- Classified Salary | 157,846.00 | 0.00 | 94,821.64 | 0.00 | 63,024.36 | 60
-- Fringe Benefits
---- Fringe Benefits | 75,662.95 | 0.00 | 0.00 | 0.00 | 75,662.95 | 0
---- Fringes Benefits | 0.00 | 0.00 | 75,662.95 | 0.00 | -75,662.95
-- Supplies & Expense
---- Supplies & Expense | 448.00 | 0.00 | 0.00 | 0.00 | 448.00 | 0
---- Supplies & Expense | 0.00 | 0.00 | 6,248.84 | 167.16 | -6,416.00
TOTAL | 316,757.95 | 0.00 | 224,953.56 | 167.16 | 91,637.23 | 71

Report Options:

Project Option

To view transactions that do not have a project ID associated with them use the “Only Department” option.

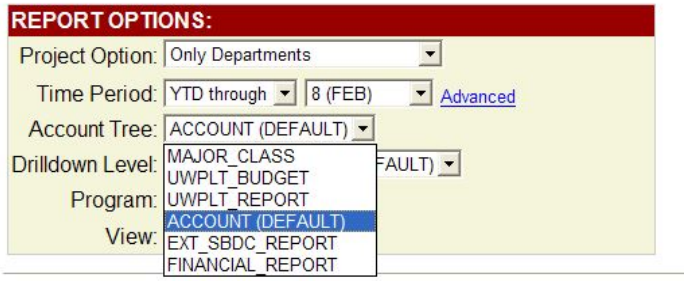


Time Period

The default is “YTD through”. You may change the accounting period by selecting another period in the dropdown list. The other available options are “YTD through”, “Period Only” and Quarter Only”. “Period Only” will return one period’s summary information.

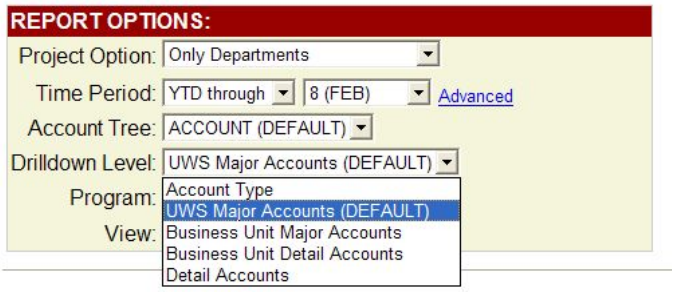
Account Tree

Summary reports are based on account trees. You may change the account tree by selecting another account tree in the dropdown box. It is recommended that this be left on the default setting.



Drilldown Level

Select the level to view in the summary report. For trees that have numbers associated with the drilldown level, the higher the number the more detail that is shown.



View

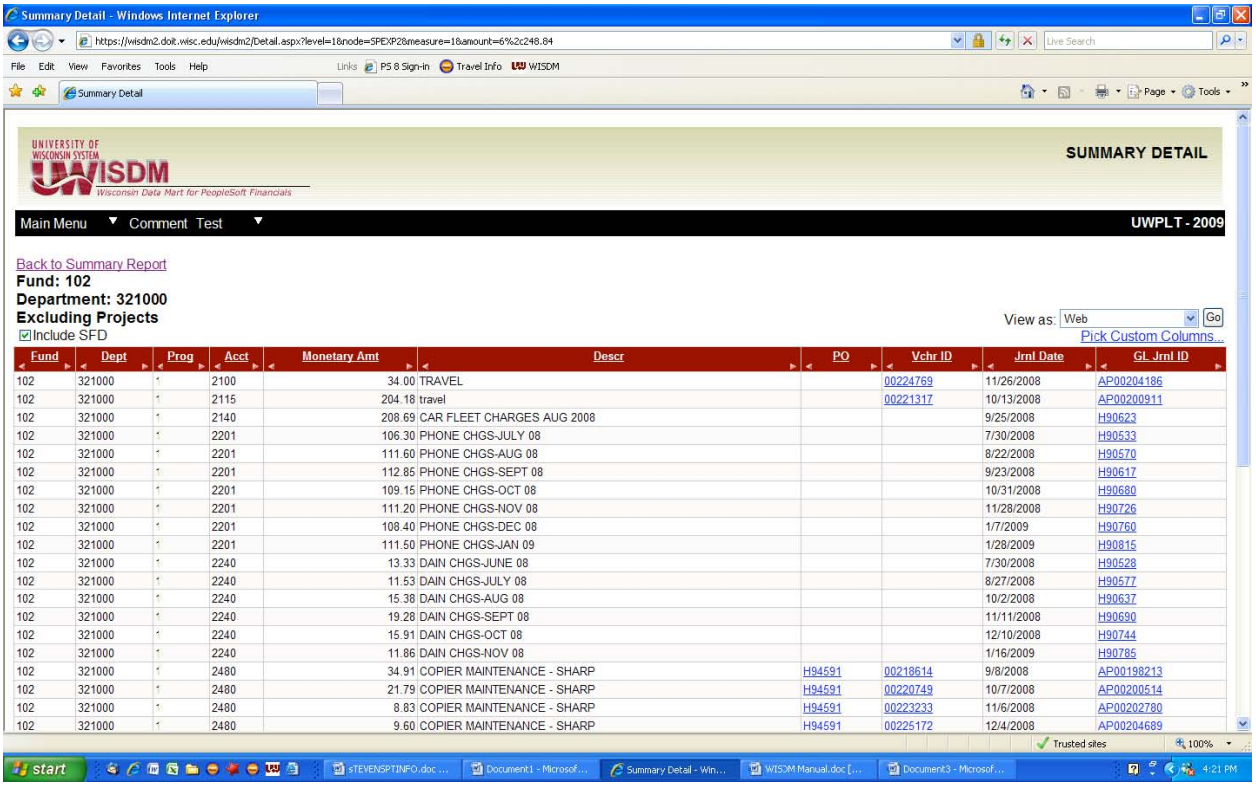
The dropdown list will only contain the program for Figures are displayed by default in WISDM; however, you have the option to view data in WISDM as a pie chart. The pie chart will change based on the drilldown level selected. For example, if the user selected the “Chart” option above as well as a drilldown level of 3, the following chart would be seen:

% of Expenses	Account	Amount
21.4%	Unclassified Salary	48,220.13
42.2%	Classified Salary	94,821.64
33.6%	Fringes Benefits	75,662.95
2.8%	Supplies & Expense	6,248.84
	Total	224,953.56

Drilldown to Detail Transactions

In either view (figures or chart), the numbers are drillable to view the detail. Any amount that is underlined and shown in **blue** is drillable. When you click on a number WISDM will first return an intermediate drill showing the combinations of chartfields and amounts. For example, if I click on the Supplies & Expense, I am first taken to the intermediate drill page.

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
Expenses						
--Salary Permanent ----Unclassified Salary	82,801.00	0.00	48,220.13	0.00	34,580.87	58
----Classified Salary	157,846.00	0.00	94,821.64	0.00	63,024.36	60
--Fringe Benefits ----Fringe Benefits	66,256.87	0.00	0.00	0.00	66,256.87	0
----Fringes Benefits --Supplies & Expense	0.00	0.00	75,662.95	0.00	-75,662.95	
----Supplies & Expense	448.00	0.00	0.00	0.00	448.00	
----Supplies & Expense	0.00	0.00	6,248.84	167.16	-6416.00	
TOTAL	307,351.87	0.00	224,953.56	167.16	82,231.15	
Results						



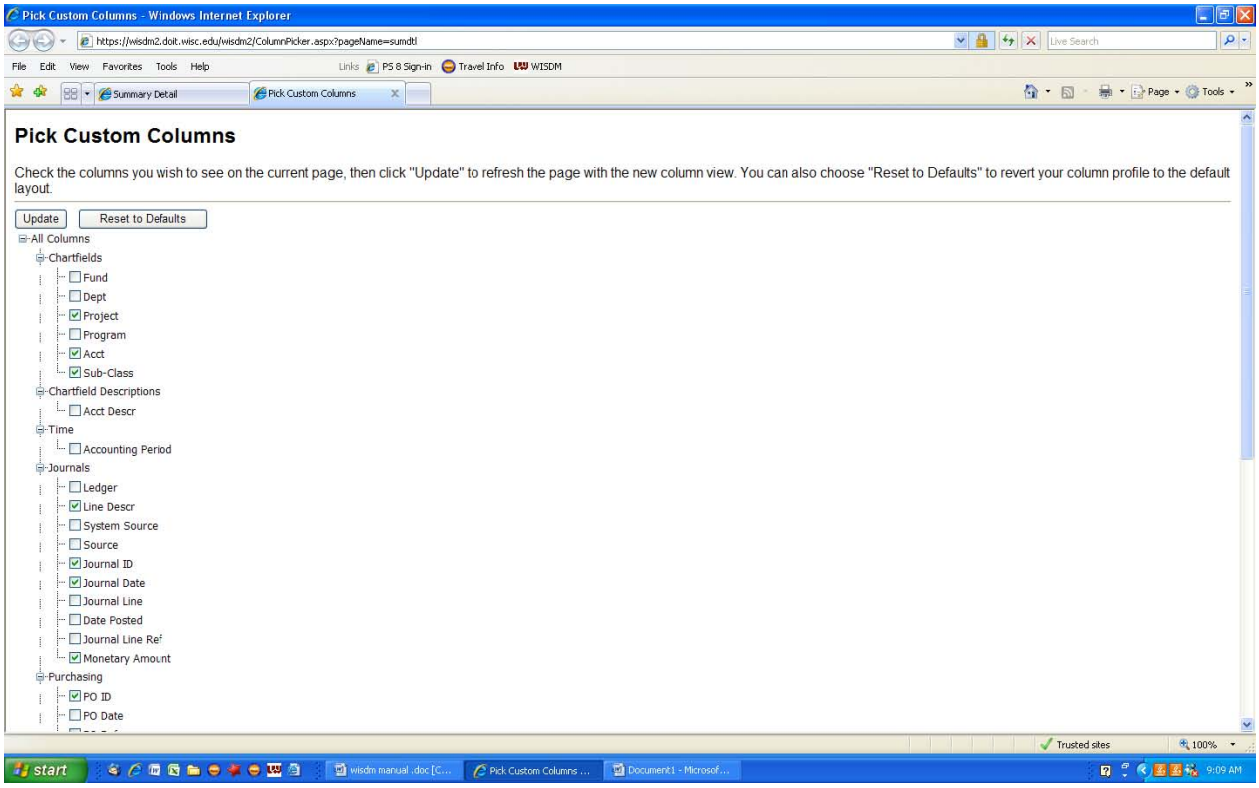
View as

A dropdown list contains the following:
Web
Excel
PDF – Letter (8.5”x11”)
PDF – Legal (8.5”x14”)
PDF – Ledger (11”x17”)

Select the format in which you wish to view the transaction detail. Click on the **Go** button.

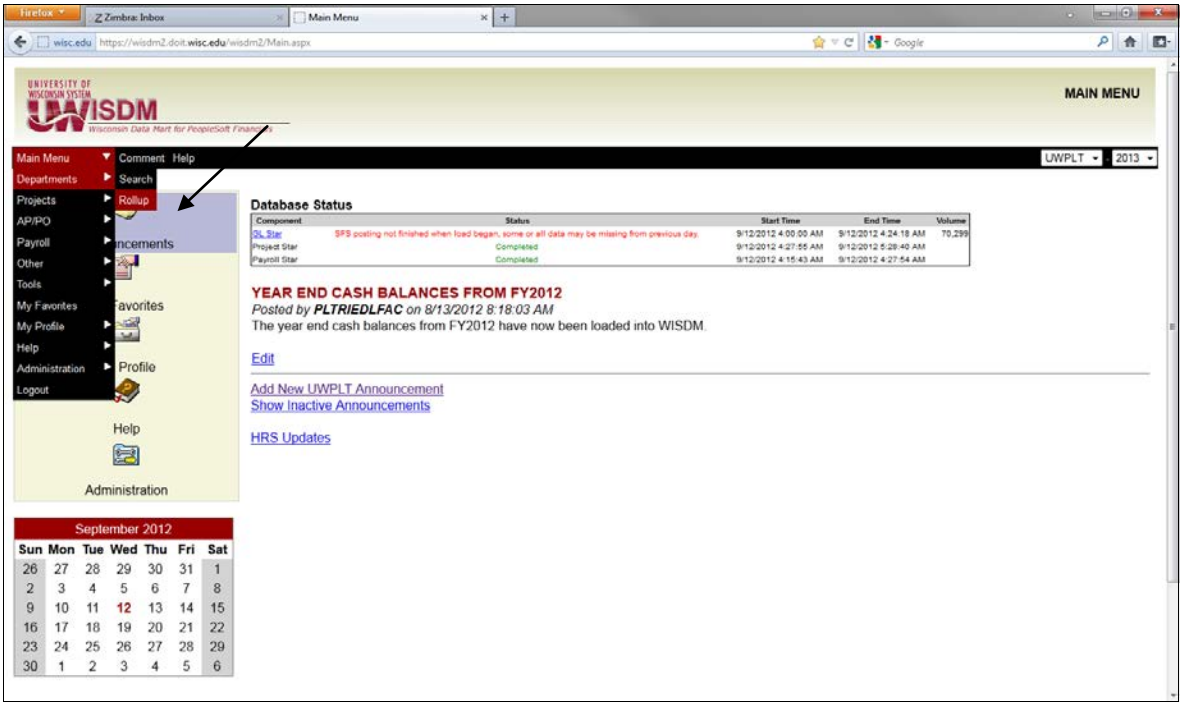
Pick Custom Columns

Click on this option to customize the columns displayed on your screen. Click on the Update button after you are finished. You can return to the original defaulted columns by clicking on the Reset to Defaults button.

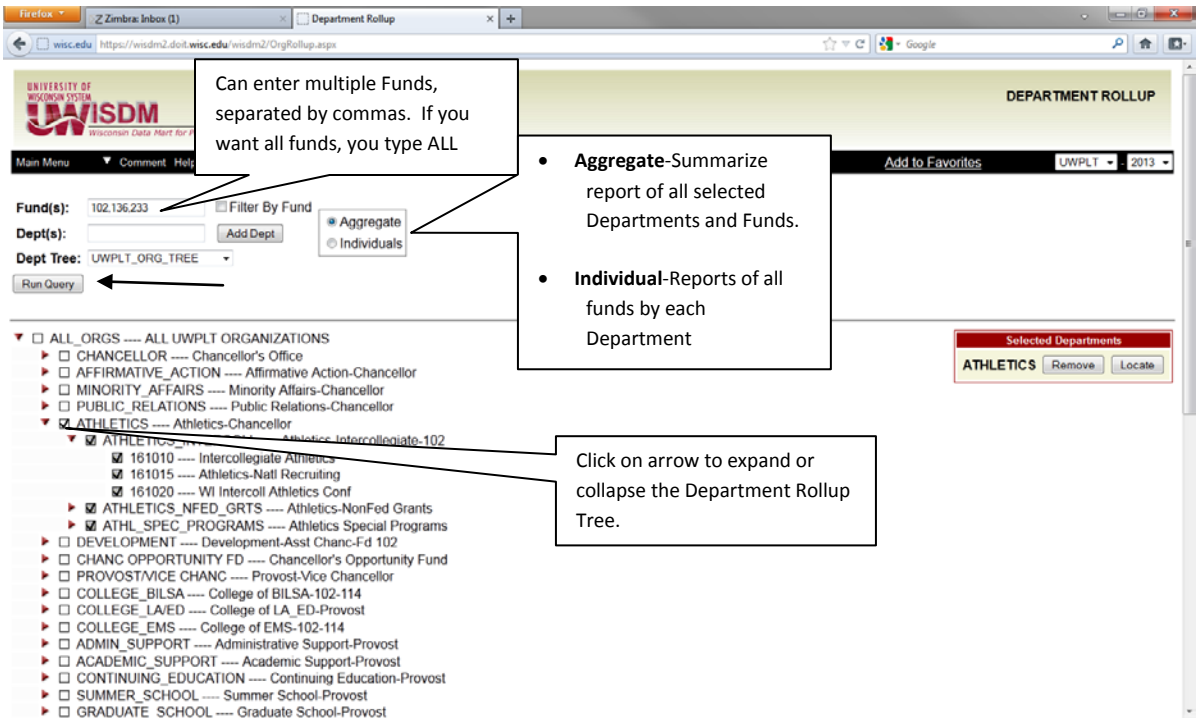


Department Rollup

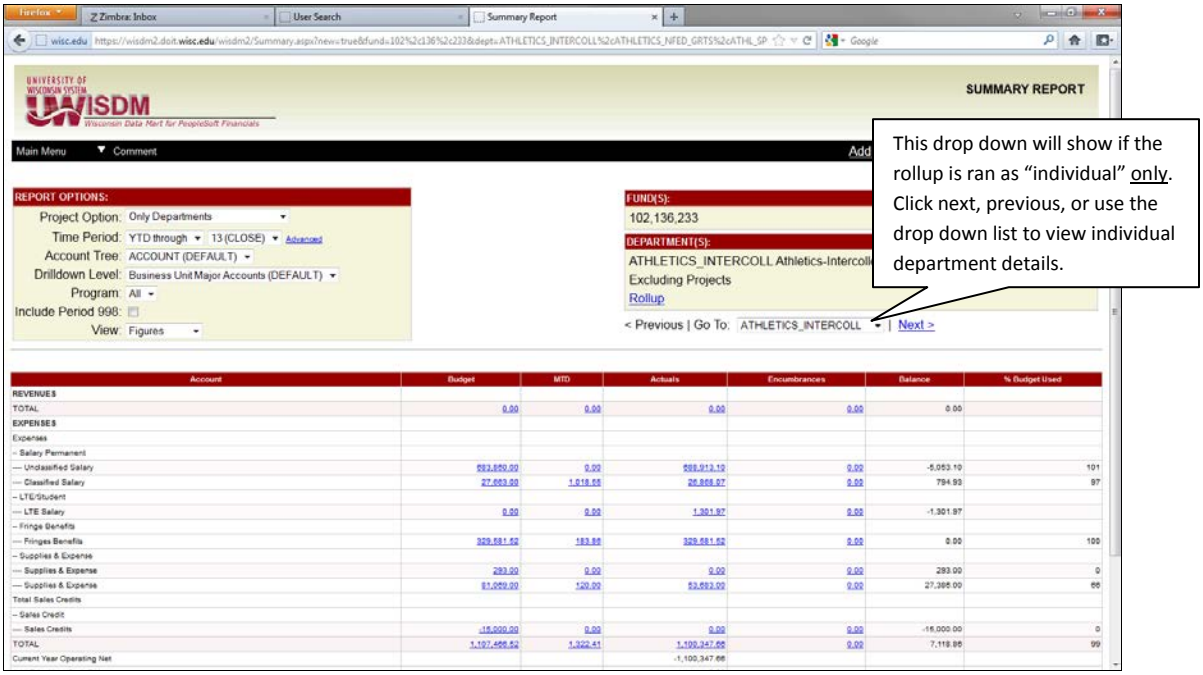
To run a Department Rollup, click on **Main Menu>Departments>Rollup.**



Enter the Fund(s)/Department(s) you would like to view.
Choose **Aggregate** or **Indiviuals.**
Check the box of the correct **Org** from the Department Rollup Tree.
Click **Run Query.**

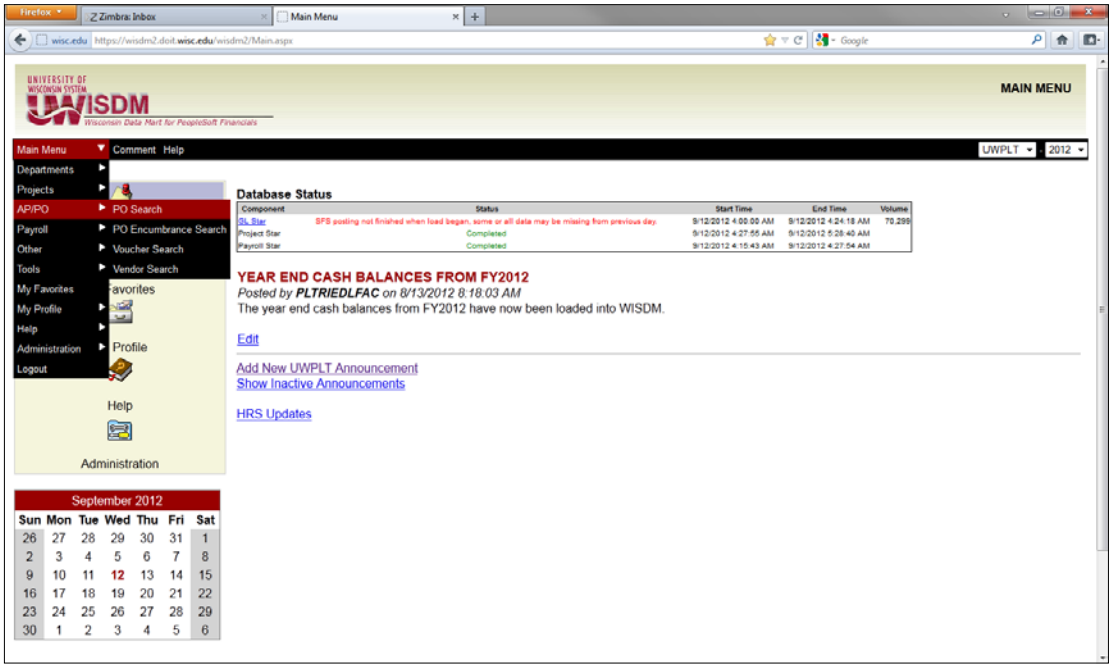

DEPARTMENT ROLLUP
Can enter multiple Funds, separated by commas. If you want all funds, you type ALL
Add to Favorites
Fund(s): 102.136.233
Filter By Fund
Dept(s):
Add Dept
Aggregate
Individuals
Dept Tree: UWPLT_ORG_TREE
Run Query
Aggregate-Summarize report of all selected Departments and Funds.
Individual-Reports of all funds by each Department
Selected Departments
ATHLETICS Remove Locate
ALL_ORGS ---- ALL UWPLT ORGANIZATIONS
CHANCELLOR ---- Chancellor's Office
AFFIRMATIVE_ACTION ---- Affirmative Action-Chancellor
MINORITY_AFFAIRS ---- Minority Affairs-Chancellor
PUBLIC_RELATIONS ---- Public Relations-Chancellor
ATHLETICS ---- Athletics-Chancellor
161010 ---- Intercollegiate Athletics
161015 ---- Athletics-Natl Recruiting
161020 ---- WI Intercoll Athletics Conf
ATHLETICS_NFED_GRTS ---- Athletics-NonFed Grants
ATHL_SPEC_PROGRAMS ---- Athletics Special Programs
DEVELOPMENT ---- Development-Asst Chanc-Fd 102
CHANC OPPORTUNITY FD ---- Chancellor's Opportunity Fund
PROVOST/VICE CHANC ---- Provost-Vice Chancellor
COLLEGE_BILSA ---- College of BILSA-102-114
COLLEGE_LA/ED ---- College of LA_ED-Provost
COLLEGE_EMS ---- College of EMS-102-114
ADMIN_SUPPORT ---- Administrative Support-Provost
ACADEMIC_SUPPORT ---- Academic Support-Provost
CONTINUING_EDUCATION ---- Continuing Education-Provost
SUMMER_SCHOOL ---- Summer School-Provost
GRADUATE_SCHOOL ---- Graduate School-Provost
Click on arrow to expand or collapse the Department Rollup Tree.

Below is a view of how your Department Rollup will look. Aggregate will not have the drop down option for departments, and will show all amounts rolled up into a total figure.

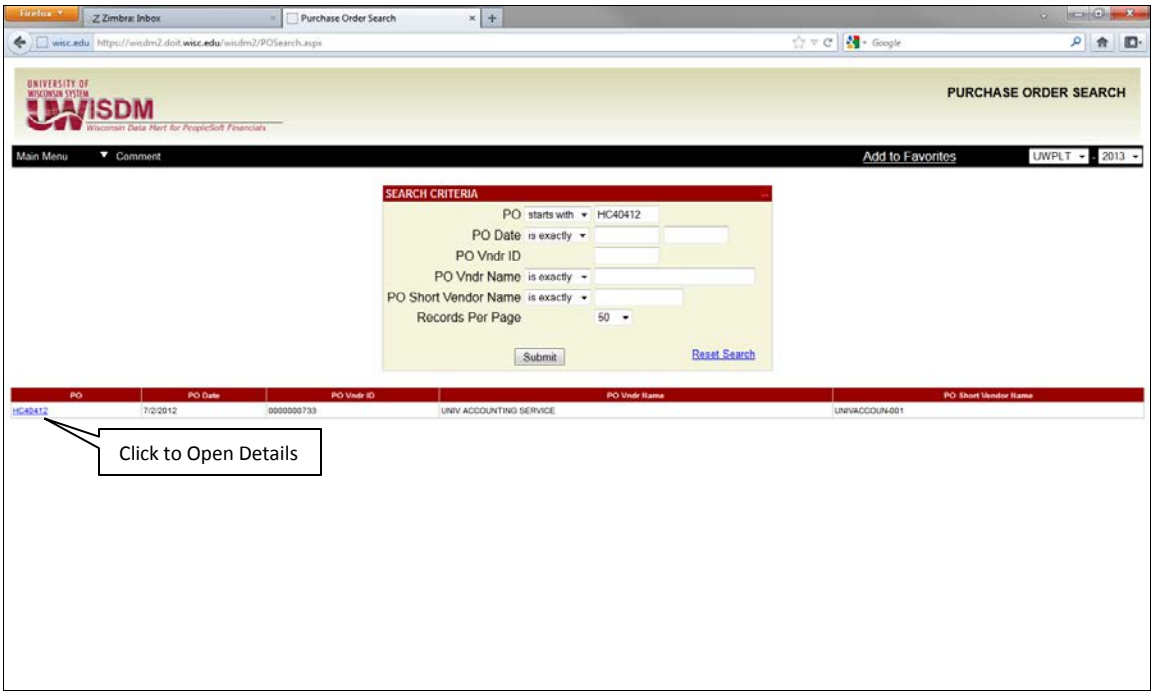

SUMMARY REPORT
This drop down will show if the rollup is ran as "individual" only. Click next, previous, or use the drop down list to view individual department details.

AP/PO Searches

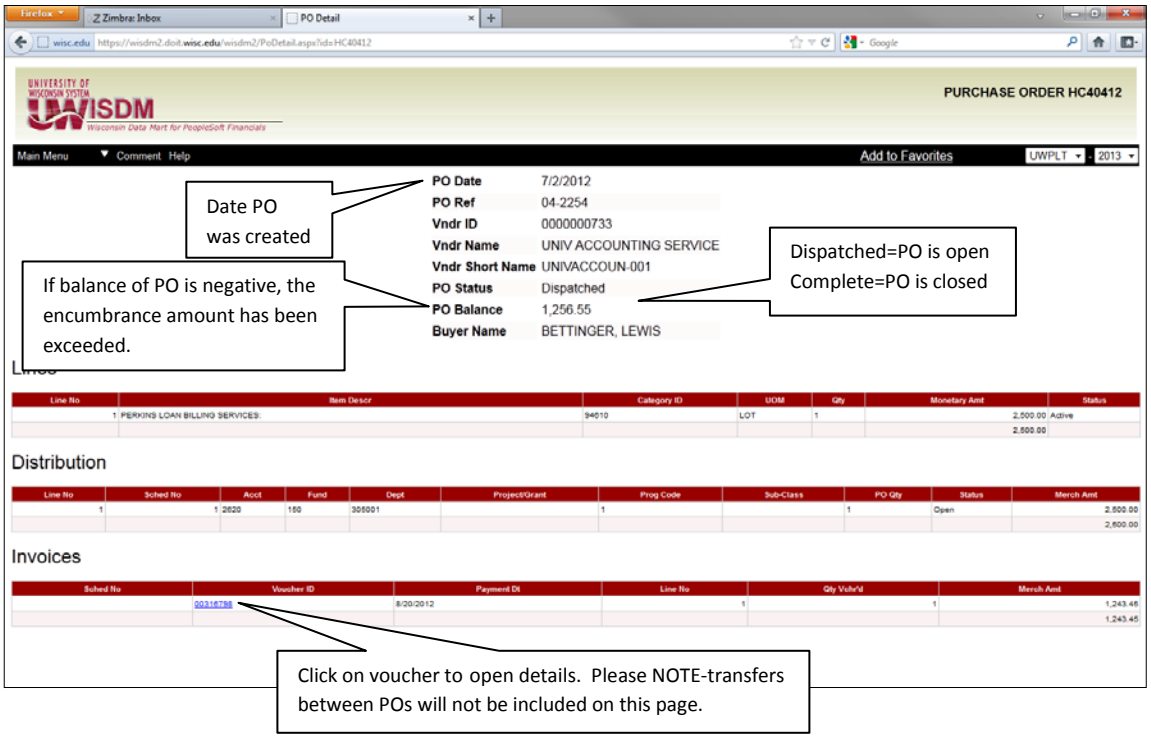
To search for a specific PO, click on **Main Menu>AP/PO>PO Search.**



Enter the PO number or search criteria.
Click **Submit**.
The PO numbers matching your search criteria will show under the search box.
Click on the PO you want to view to open the details.

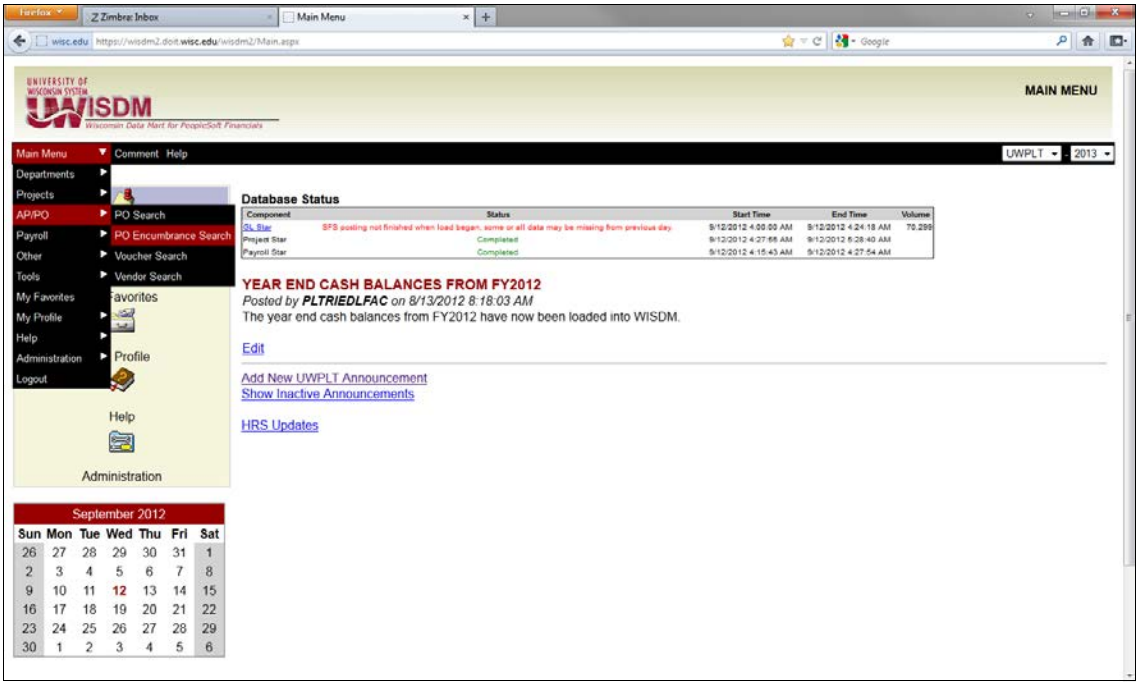


The information will then be displayed for the PO you have clicked to open. You may also click on a voucher ID to open the voucher details.

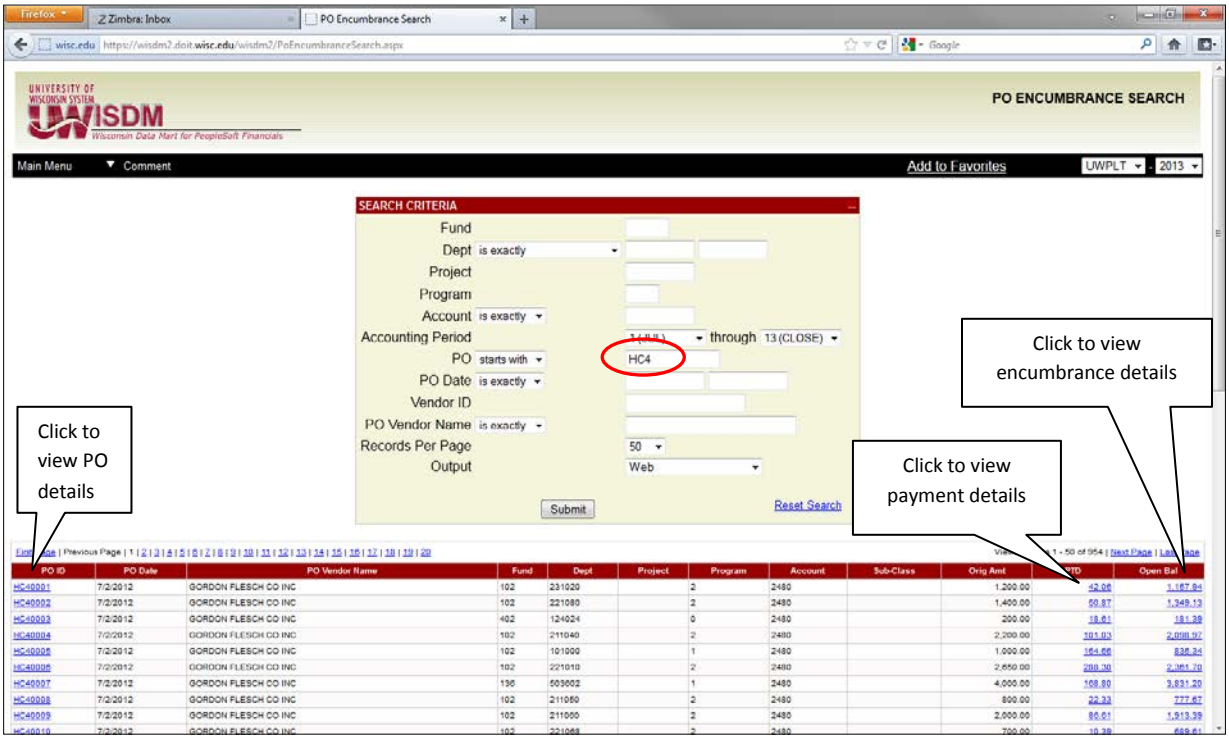


PO Encumbrance Search

To search for a range or group of PO numbers, click on **Main Menu>AP/PO>PO Encumbrance Search**



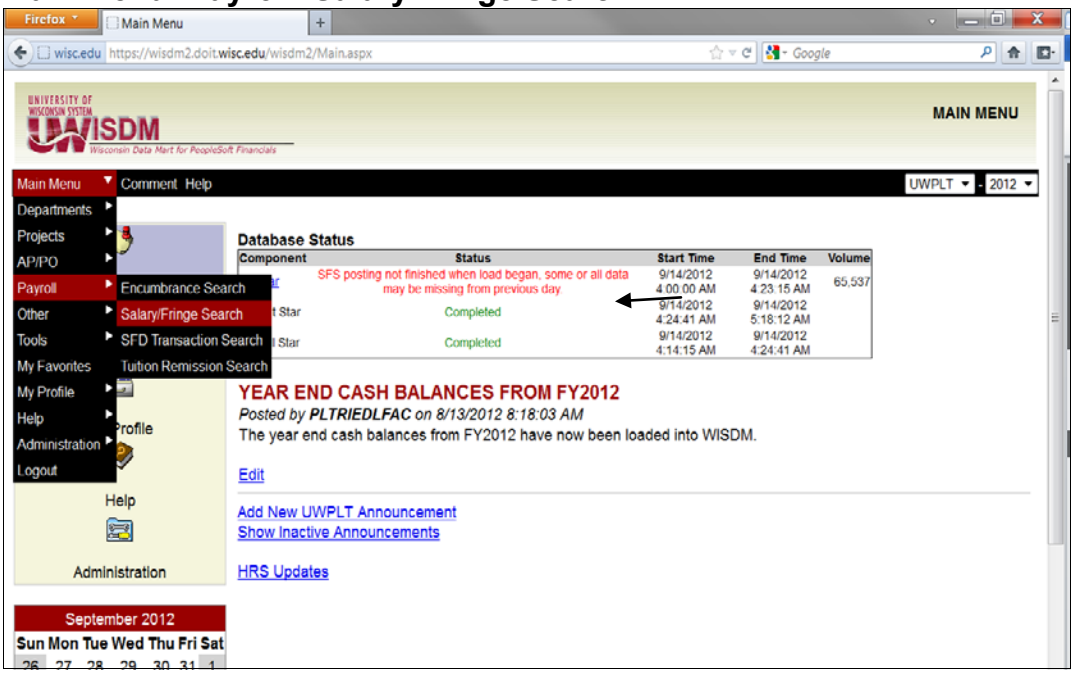
Enter the PO search criteria, such as the first two letters and number of a PO series. Click **Submit.**
All PO numbers matching the criteria will be displayed below the search box.

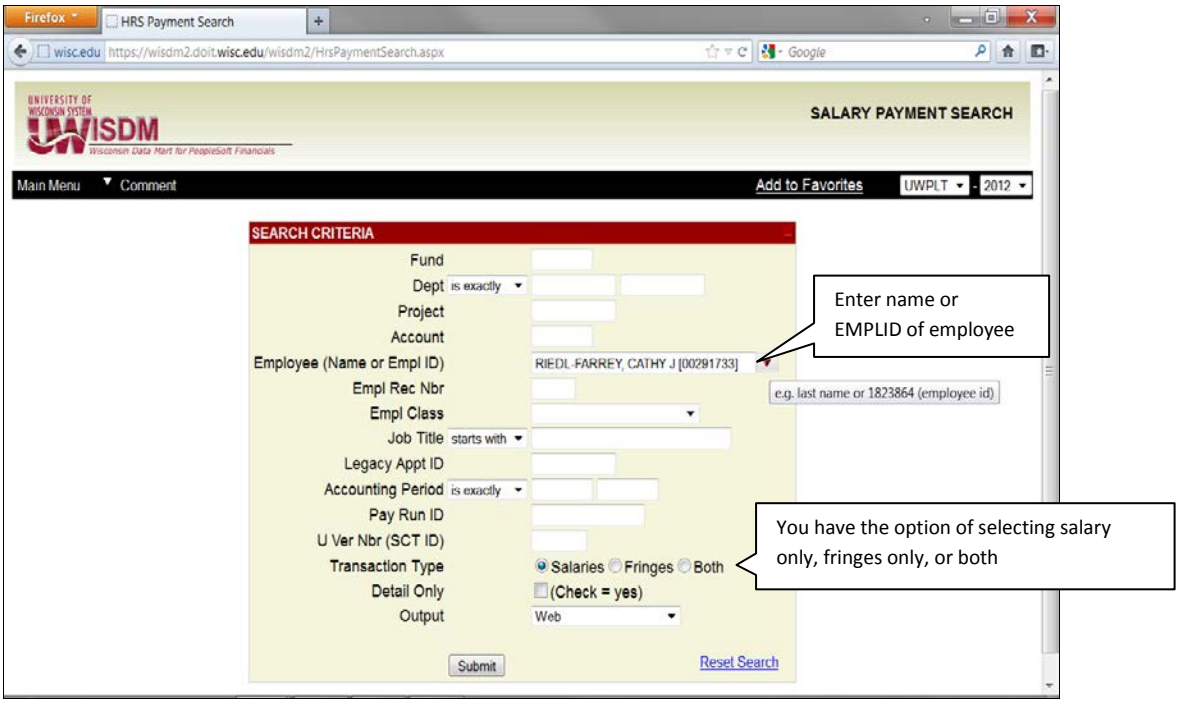


Payroll Search

You can also search for specific employee payrolls to verify payments were made in the correct departments.

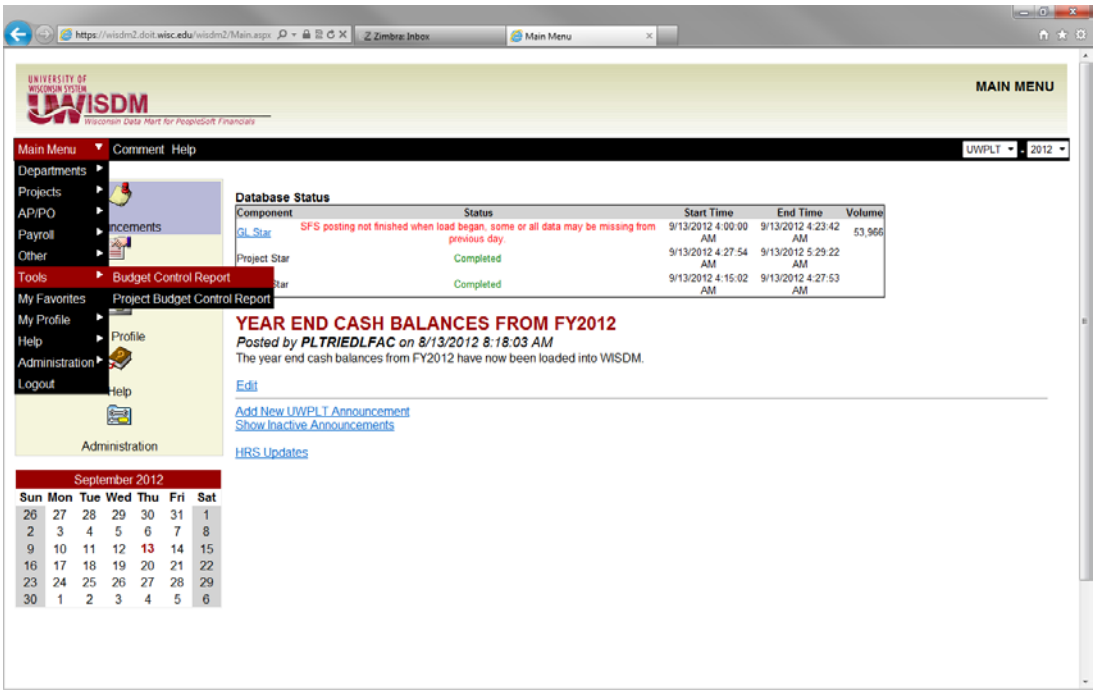
Main Menu>Payroll>Salary/Fringe Search



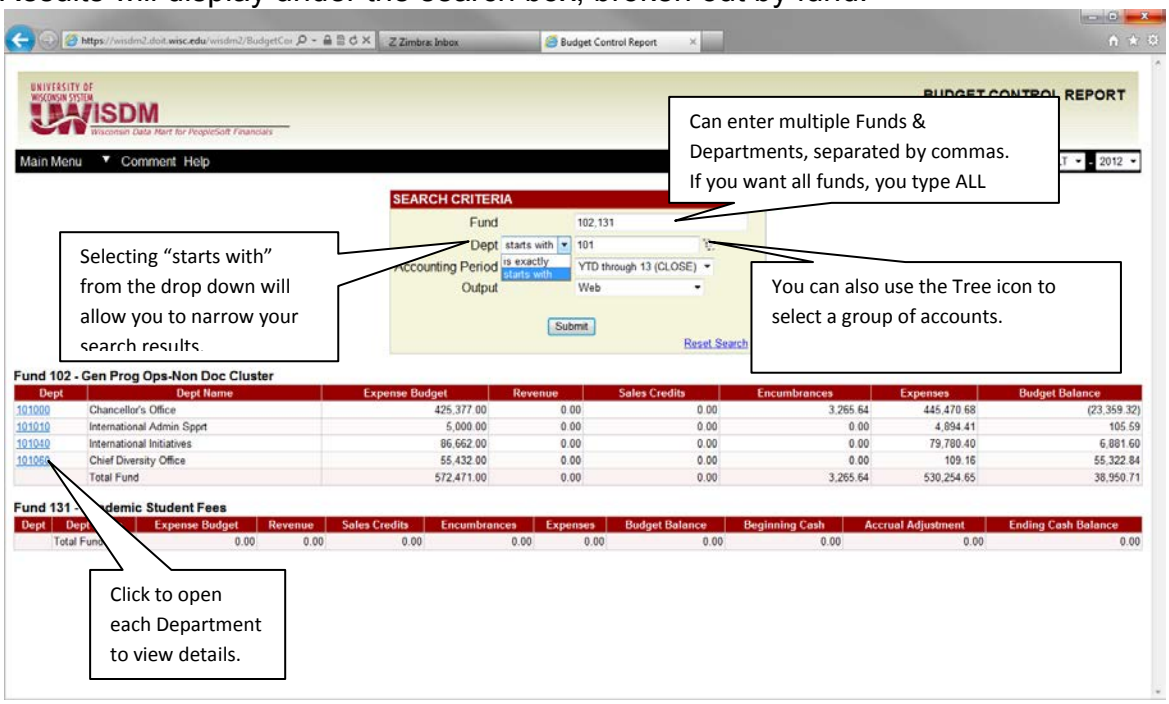


Budget Control Report

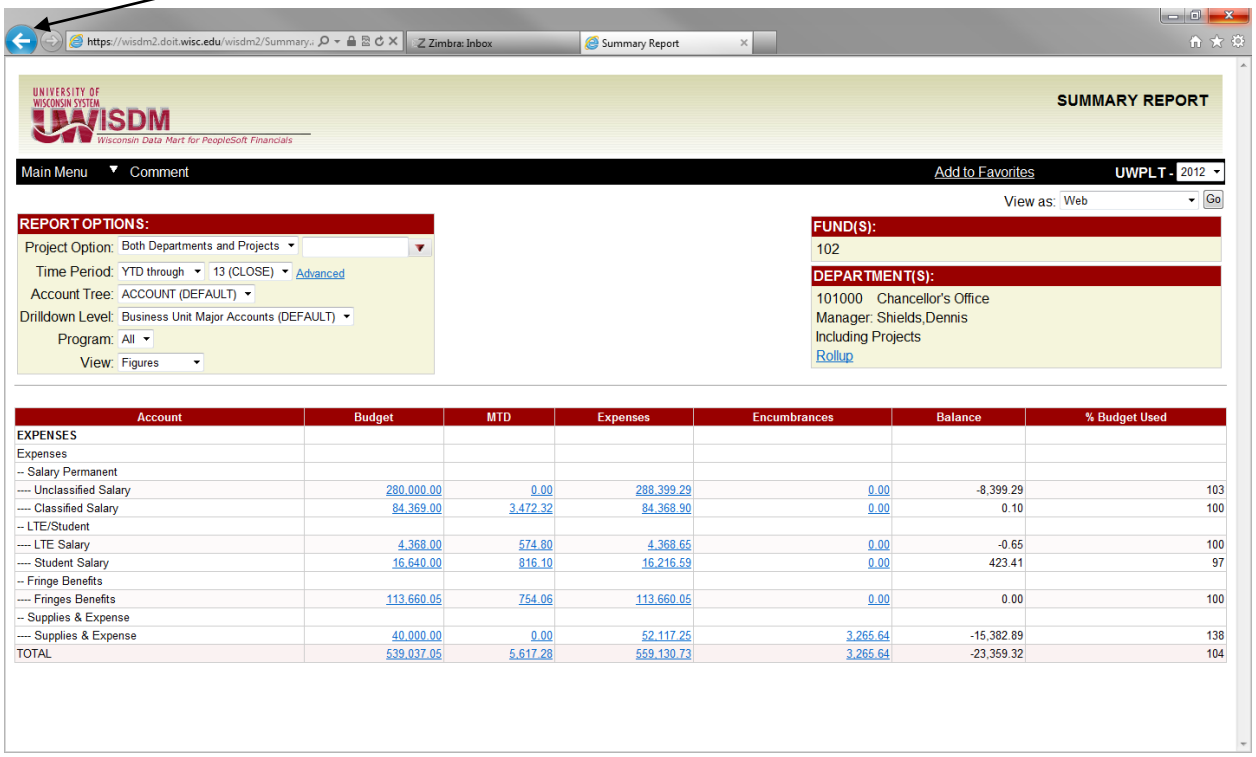
Report by Fund for Department expenditures vs. their budgets.
Main Menu>Tools>Budget Control Report



Enter your search criteria.
Click **Submit**.
Results will display under the search box, broken out by fund.



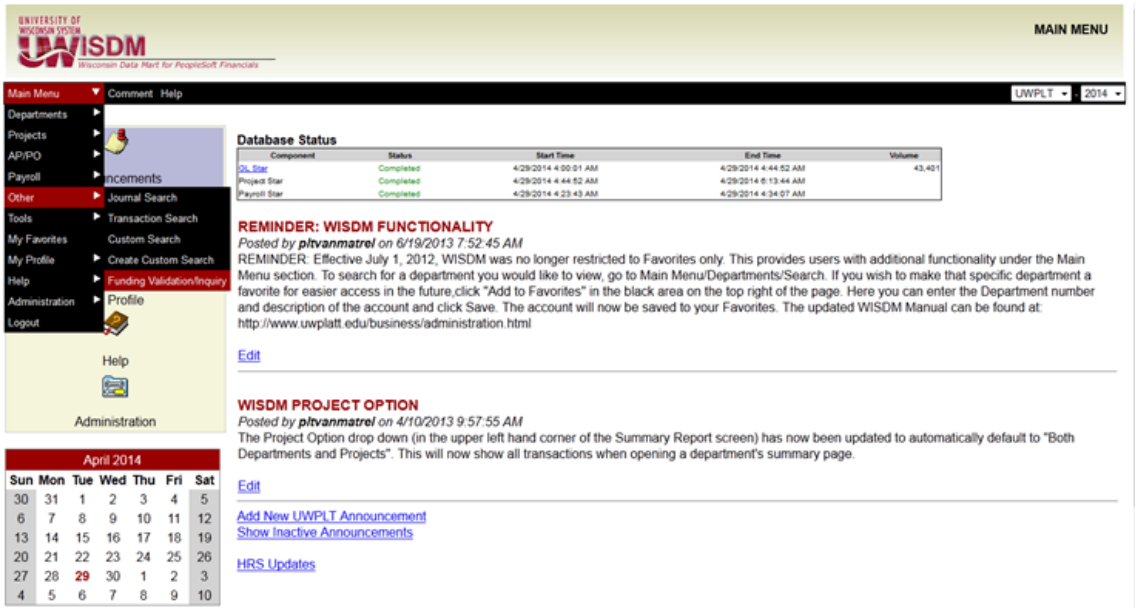
By clicking on the Department number, you can open up each departments details. The back arrow on your browser will take you back to the search results and allow you to open another Department to view.



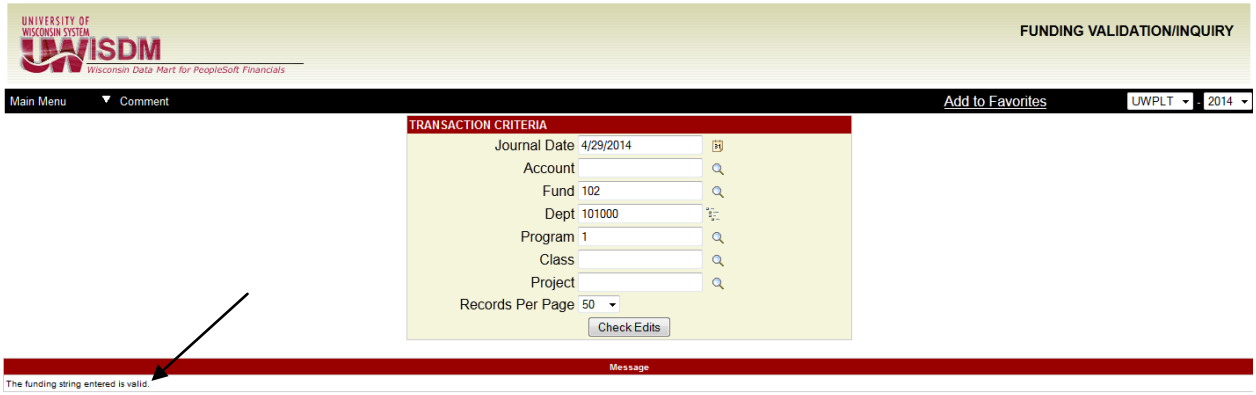
Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent						
---- Unclassified Salary	280,000.00	0.00	288,399.29	0.00	-8,399.29	103
---- Classified Salary	84,369.00	3,472.32	84,368.90	0.00	0.10	100
-- LTE/Student						
---- LTE Salary	4,368.00	574.80	4,368.65	0.00	-0.65	100
---- Student Salary	16,640.00	816.10	16,216.59	0.00	423.41	97
-- Fringe Benefits						
---- Fringes Benefits	113,660.05	754.06	113,660.05	0.00	0.00	100
-- Supplies & Expense						
---- Supplies & Expense	40,000.00	0.00	52,117.25	3,265.64	-15,382.89	138
TOTAL	539,037.05	5,617.28	559,130.73	3,265.64	-23,359.32	104

Funding Validation

You can use this function to check if certain funding strings are valid.
Main Menu>Other>Funding Validation/Inquiry


MAIN MENU
WISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
Comment Help
UWPLT 2014
Departments
Projects
AP/PO
Payroll
Other
Tools
My Favorites
My Profile
Help
Administration
Logout
Journal Search
Transaction Search
Custom Search
Create Custom Search
Funding Validation/Inquiry
Profile
Help
Administration
Database Status
REMINDER: WISDM FUNCTIONALITY
Posted by pltvanmatrel on 6/19/2013 7:52:45 AM
REMINDER: Effective July 1, 2012, WISDM was no longer restricted to Favorites only. This provides users with additional functionality under the Main Menu section. To search for a department you would like to view, go to Main Menu/Departments/Search. If you wish to make that specific department a favorite for easier access in the future,click "Add to Favorites" in the black area on the top right of the page. Here you can enter the Department number and description of the account and click Save. The account will now be saved to your Favorites. The updated WISDM Manual can be found at: http://www.uwplatt.edu/business/administration.html
Edit
WISDM PROJECT OPTION
Posted by pltvanmatrel on 4/10/2013 9:57:55 AM
The Project Option drop down (in the upper left hand corner of the Summary Report screen) has now been updated to automatically default to "Both Departments and Projects". This will now show all transactions when opening a department's summary page.
Edit
Add New UWPLT Announcement
Show Inactive Announcements
HRS Updates
April 2014

Enter a funding string (Fund, Dept, and Program are required fields) and click **Check Edits** to confirm if the string is valid. The edits and error messages are the same as entering funding in SFS.



Glossary

Account
A 4-digit code to identify the type of expense or revenue. It could also be a 6-digit code when used in the budget category. Equivalent to previously existing (Legacy) object/class codes used prior to SFS. (i.e. 3100 (supplies), SALCLA (salary classified), etc.).

Department
A 6-digit code to identify a specific operation or grant. Equivalent to previously existing UDDS numbers (i.e.101000, 321000, 612117, etc.).

Drilldown
The act of moving from the general to the specific. By drilling down you can examine the data underlying any summarized form of information.

Fiscal Year
A twelve consecutive month period used by a business entity to account for and report on its business operations. The University fiscal year operates from July 1 to June 30 each year.

Fund
A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations (i.e. 102, 128, 133, 144, etc.).

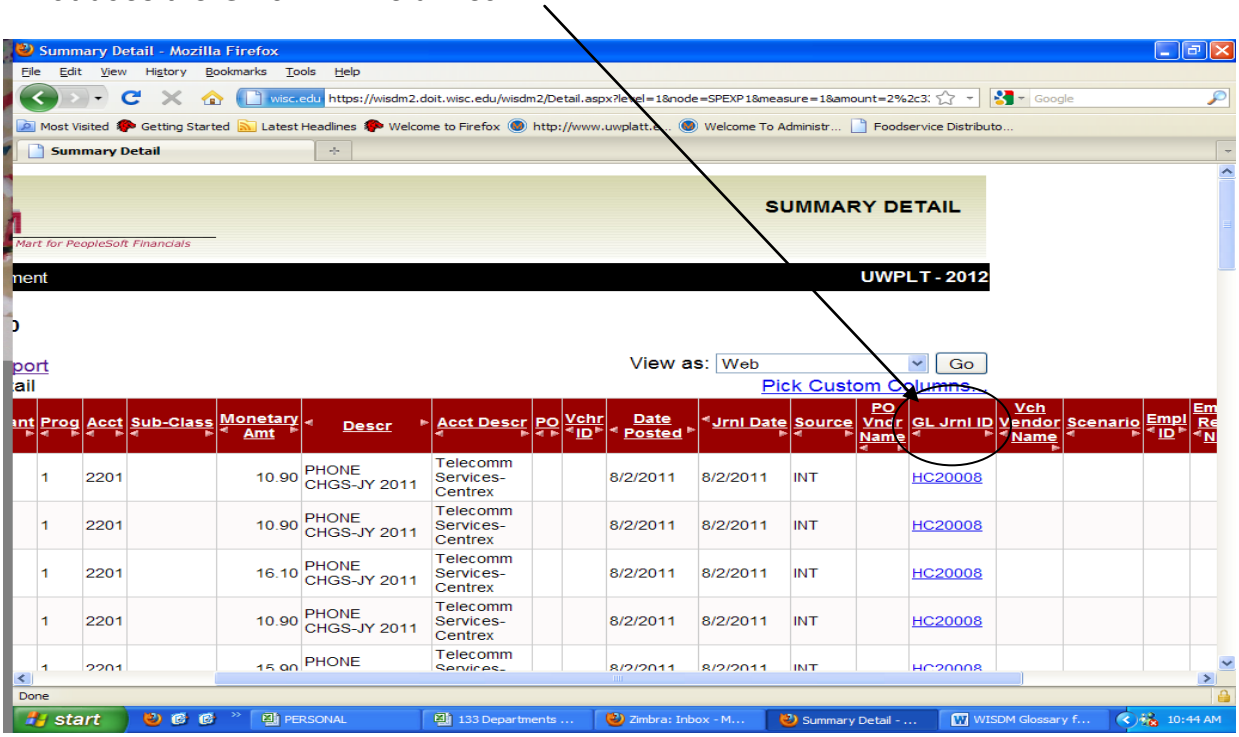
MTD
Month-to-date expenditures for the current or selected month.

Program
A 1-digit code specifying an operational area. Equivalent to previously existing activity codes.

0 Student Services	4 Research	7 Physical Plant
1 Admin Services	5 Outreach	8 Aux. Operations
2 Instruction	6 Academic Spprt	9 Financial Aid
		F Farm Operations

Glossary of WISDM Journal IDs:

What does the GL Jrnl ID field mean?:


Summary Detail - Mozilla Firefox
SUMMARY DETAIL
UWPLT - 2012
View as: Web
Go
Pick Custom Columns
Monetary Amt
Descr
Acct Descr
Date Posted
Jrnl Date
Source
GL Jrnl ID
Scenario
1 2201 10.90 PHONE CHGS-JY 2011 Telecomm Services-Centrex 8/2/2011 8/2/2011 INT HC20008
1 2201 10.90 PHONE CHGS-JY 2011 Telecomm Services-Centrex 8/2/2011 8/2/2011 INT HC20008
1 2201 16.10 PHONE CHGS-JY 2011 Telecomm Services-Centrex 8/2/2011 8/2/2011 INT HC20008
1 2201 10.90 PHONE CHGS-JY 2011 Telecomm Services-Centrex 8/2/2011 8/2/2011 INT HC20008
Done
start
10:44 AM

The first few alpha letters of the GL Jrnl ID can identify what area processed the transaction and who you may want to contact if questions arise.

General Ledger:

Effective July 1, 2011:

HDD – Daily Deposits

HR – Revenue Distribution: These journals distribute the daily deposit out to the respective departments.

HC – Chargebacks such as phones, physical plant, postage, etc.

HF – Financial Aid Distribution

HM – Miscellaneous Transfer includes campus department non-salary transfer requests

The next digit represents the fiscal year in which the journal was processed.

2=FY2012; 3=FY2013, etc.

Prior to July 1, 2011, H9 were the journal id's for all the above types of transactions.

Payroll transactions:

PJ – Payroll Journals

PT – Payroll Transfer (Direct Retro)

FB – Fringe Benefit journal

IUT – Inter unit Transfer from HRS

JVS – System journal correction

Accounts Payable:

AP – Accounts payable transactions reflecting a payment was made.

System wide transfers between institutions:

IUJ – Inter unit journal. We no longer have to issue checks between institutions.